

FIRE RECORDS CLERK

(Competitive Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses position(s), the main duties of which are maintaining personnel and general office records, taking and transcribing dictation, completing forms and reports and seeing that filing systems are modified when necessary, typing forms, letters, memos, etc. Employees of this class receive general instructions for routine tasks and work independently in most areas. The positions of this class are non-supervisory in nature and the departmental records clerk reports to and has work reviewed by the Supervisor of the division to which the employee is assigned.

EXAMPLES OF WORK

Examples listed below are illustrative only. They are not intended to include all duties which may be assigned, neither are they intended to exclude other duties which may be logical assignments to this class.

Receives department records and checks them for completeness and accuracy, finds errors and either corrects them or returns them for correction; files records and reports;

Takes and transcribes dictation; types letters, forms, memoranda, records, reports, etc.; proofreads typed material and then mails or distributes such as required;

Opens, sorts, and distributes mail;

Makes entries of routine information in information files, etc.; revises department filing system when required; prepares weekly/monthly employee schedule and vacation/sick leave report; maintains time cards, daily activity summary, maintains and fills requests for fire reports. Maintains and schedules education demonstrations and equipment.

Gathers data from files for use in preparing reports; prepares reports from information collected from files; writes letters in answer to requests received or as needed;

Operates office machines such as typewriters, copying machines, adding machines telephone switchboard, answering machines, computer, etc.;

Answers telephone, routes calls to correct person or division, or gives out routine information; makes and cancels appointments for superiors;

Performs related duties assigned. Strict confidentiality required in relation to arson and juvenile records.

QUALIFICATION REQUIREMENTS

Unless otherwise specified, all requirements listed below must be met by the filing deadline for application for admission to the examination.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States.

After offer of employment, but before beginning work in this class, must pass a physical examination, the selection and administration of which shall be authorized by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without accommodation.

Must have a high school diploma or a valid certificate of equivalency issued by a state department of education.